

From: mharkins@cimgroup.com
To: PETER ZARCONE, ARMAND CARRANZA
CC: ALEX BAEZ, Ben Fernandes, LAMONT JERRETT, DANIEL PESQUEIRA
Subject: FW: Qatar Airlines Red Carpet event info
Date: 29-Dec-2015 14:42
Attachments: TEXT.htm [Save] [Open]
 12-21_Awards Walk_Qatar Airlines Event.pdf [Save] [Open]
 Mime.822 *(excluded from export)*
 12-21_Full_Qatar Airlines Event.pdf [Save] [Open]
 Qatar Airways Event - Time Line.pdf [Save] [Open]
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Gentlemen,

Please see attached for Qatar Airways red carpet on 1/12/16. Just advance notice that there will be 400 attendees in the Theatre, varying from Hollywood A-listers, the CA Governor and elite Middle Eastern wealth. We're still working on this specific list, which they are holding close to the vest. Will advise when I have further...

Thanks,

Mike

From: Tony Drake
 Sent: Tuesday, December 29, 2015 2:28 PM
 To: Mike Harkins
 Subject: Qatar Airlines Red Carpet event info
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 Sir-

These are my notes from the meeting/walkthrough:

- Approx 400 guests. May include some celebrity/political types.
- North curb lane a 1 W/B lane closure.
- Red Carpet along Hollywood blvd sidewalk and up Awards Walk.
- Enter through both levels 1 & 2 of Dolby.
- ALL guests walk the carpet are checked in at top of carpet regardless of how they arrive.

- Three methods of arrivals:

? Level 1-VIP's: Car Service drop at carpet. Will have dashboard placard.

? Level 2- Park at Hollywood Bowl and shuttle to drop off point of carpet

? Level 3- Valet at Lowe's and walk through H&H to top of carpet.

- Rough timeline is attached.

- ELS is producing. Will hire DOT for N/W/C of Hollywood Blvd & Highland Ave.

- Press check-in located in Level 1 rotunda along Dolby wall.

- All talent to be "handled" by PR firm.

Let me know if you need anything else. Security deployment to follow.

Tony Drake - Director of Security, Special Events - Andrews International
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